

MAIN STREET ADVISORY BOARD MEETING MINUTES

The Town of Manteo Main Street Advisory Board held a meeting on Monday, August 29, 2022 at 5:00 p.m. at 407 Budleigh Street, Manteo, NC.

The following members were present:

- Tanya Lamo - Chair
- Rashad Daniels
- Bill Massey
- Charles McKenney
- Burnley Cook
- Garrett Basnight
- Sherry Wickstrom - Board of Commissioners Liaison

Members absent:

- Jamie Anderson, Vice-Chair
- Jessica Sands
- Michelle Lewis

Staff present:

- Michele Bunce, Program Manager

ORGANIZATIONAL MEETING

Ms. Bunce congratulated each member for being appointed to and serving on the inaugural Town of Manteo Main Street Advisory Board.

SUBJECT: Welcome and Introductions

Program Manager Michele Bunce welcomed everyone to the meeting and Town Hall. Introductions were made by all the Members and Ms. Bunce.

SUBJECT: Election of Chair and Vice-Chair

Ms. Bunce informed the members that they were required to elect a Chair and Vice-Chair in order to conduct the meetings accordingly. A motion was made by Member Daniels and seconded by Member Massey to nominate and select Member Lamo for Chair and was approved unanimously. **Motion carried.** A motion was made by Member Massey and seconded by Member Daniels to nominate and select Member Anderson as Vice-Chair and was approved unanimously. **Motion carried.**

CALL TO ORDER Chair Lamo called the meeting to order at 5:20 PM.

SUBJECT: Adoption of Agenda

MOTION: A motion was made by Member Daniels and seconded by Member Cook to adopt the agenda and was approved unanimously. **Motion carried.**

SUBJECT: Advisory Board Member Roles

Ms. Bunce reviewed the roles of the Town of Manteo Main Street Advisory Board.

SUBJECT: Town Staff Roles

Ms. Bunce reviewed the roles of the staff as it relates to the Town of Manteo Main Street Advisory Board. Ms. Bunce will serve as the Main Street Director for the Town.

SUBJECT: Future Meeting Dates and Times

Ms. Bunce stated that it would be helpful if the Members could choose a day and time for all future meetings to help with scheduling and for consistency purposes. Members agreed that the third Monday of the month at 5:00 PM would work well. Ms. Bunce stated that she would take that option back to the absent Members to get their feedback before making any final decisions.

PRESENTATIONS AND REPORTS

SUBJECT: Annual Agreement

Ms. Bunce stated that an Annual Agreement is required from the Town of Manteo each year in order to remain in the Main Street program. She provided a copy of the 2022-2023 Annual Agreement for the Town to the Members.

SUBJECT: Bylaws

Ms. Bunce stated that the DRAFT Bylaws for the Town of Main Street Advisory Board have been submitted to the Town Manager and Town Attorney for review. She will follow back up with the Members once she has received the DRAFT back with any comments and/or changes.

SUBJECT: Main Street Approach and Organization

Ms. Bunce reviewed the Four Point Approach of the Main Street program and the overall organization with the Members and answered the various questions posed by each Member. Each member was provided with a binder consisting of Main Street Award letter, August 29, 2022 Agenda, training calendar, The Economic Impact of Main Street in North Carolina report, Four Point Approach tip sheets, list of community assets, economic drivers, stakeholders/partners, and SWOT (strengths, weaknesses, opportunities, threats/challenges) compiled by the Downtown Associate Community (DAC) program members and members of the community, NC Main Street staff presentations from previous DAC meetings, and the Eight Characteristics of a Great Main Street worksheet. Members can add to the binder as the program grows and develops.

SUBJECT: Economic Development Implementation Plan

Ms. Bunce reviewed what the Economic Development Implementation Plan was and that it consisted of three economic development strategies, each with a goal, objective and action items. It is a working document drafted by the DAC members and community and is currently under review with state staff. The final version will be shared with the group once it is received.

SUBJECT: Education Awareness Campaign

Ms. Bunce stated that an education awareness campaign will be vital to the success of the Town's Main Street program. While it was exciting that the Town of Manteo was designated a NC Main Street one year in advance, it did pose a challenge with how informed the community was about the program. However, it is a project for this Board and Town staff to discuss and construct a plan for how to best accomplish educating our community to encourage involvement, which will lead to commitment to this program.

SUBJECT: Homework

Ms. Bunce provided the members with the Eight Characteristic of a Great Main Street form. Members were encouraged to have a minimum of three community members walk around the Town with them to look at the physical environment of our Town. The forms were to be returned to Ms. Bunce prior to the next meeting so that she can compile them all together to send back out to all the Members.

PUBLIC COMMENT

Members of the public are invited to address the Main Street Advisory Board on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual member. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and your location so that your statements can be recorded.

Ms. Yvonne Farmer thanked the Town for participating in the Main Street program. She commented on how she has seen this program work successfully in another area in Virginia.

COMMITTEE MEMBERS COMMENTS

Member Massey mentioned working with tour groups.

ADJOURNMENT

Meeting adjourned at 6:13 PM.

A motion was made by Member Daniels and seconded by Member Massey to adjourn the meeting and was approved unanimously. **Motion carried.**

This the 29th day of August 2022.

ATTEST:

Jamie Whitley, Town Clerk